



APPLICATION FORM

2019 HMA BOARD TAFE SCHOLARSHIP

Closing date: 5pm Thursday 15 August

Scholarship Value \$1,000

Five (5) Scholarships available

CATEGORY

Please indicate the category you are nominating for:

- Electronics and Electrical Trades, including Electrical Engineering
- Light Manufacturing, examples include Fluid Power, Sheet Metal and Process Operations
- Metal Engineering, examples include Welding, Fitting and Machining
- TVET (Year 12) or School Based Apprentice/Trainee

SELECTION CRITERIA

The applicant must:

- have undertaken or be currently undertaking a course during 2019 that directly relates to manufacturing
- demonstrate excellent participation and progression in their course
- be committed to a career in the manufacturing/engineering industry
- demonstrate a passion for manufacturing/engineering

Please note: applicants must not have received another Hunter TAFE Foundation award, scholarship or study grant in the past 12 months. Refer to the scholarship terms and conditions attached to this form.

IMPORTANT INFORMATION:

- This application form should be completed by the applicant (student) with supporting statements provided by their employer and teacher
- Should the panel deem it necessary, applicants may be asked to attend an interview to assist in the awarding of these Scholarships
- Each Scholarship is valued at \$1,000 and will be presented as a cheque at the 2019 Hunter Manufacturing Awards scholarship
- Please keep a copy of your application and attachments
- All applicants must agree to abide by the decision of the judging panel and no appeals will be entered into.

SUPPORTING DOCUMENTS (PLEASE ATTACH TO APPLICATION FORM)



Please attach the following documents to the application

- A copy of your transcript of academic record
- Applicant statement (Part C)
- Employer Statement (PART D)
- Teacher Statement. (PART E)

SUBMIT YOUR APPLICATION BY 5PM THURSDAY 15 AUGUST

Email: hunter.foundation@tafensw.edu.au



**PART A - APPLICANT DETAILS
(USE BLOCK LETTERS)**

Family Name:		First / Other Names:	
Date of Birth: (DD/MM/YY)		Sex: Male Female	
Postal Address:			
Suburb:		State:	Postcode:
Email:			
Mobile:		Student Number:	
Current or Previously Completed Course:			
Campus:		Completion Date:	
Have you received an award or scholarship from the Hunter TAFE Foundation in the past 12 months?			Yes No
If yes, please disclose the following:			
▪ Name of the award or scholarship received:			
▪ Value:			
▪ Date received:			
Have you received a study grant from the Hunter TAFE Foundation?			Yes No
If yes, please disclose the following:			
▪ Value:			
▪ Date received:			
If you have answered yes to the above questions, please refer to the terms and conditions to determine if you are eligible.			

PART B - DECLARATION

I declare that the information supplied on this form and attached documents are true and correct.

I authorise the Hunter TAFE Foundation to access details on my enrolment for the purpose of assessing my application.

I authorise the release of this application and supporting documents to the panel convened to review all applications for this scholarship.

I accept the panel's decision cannot be appealed and no correspondence concerning the decisions will be entered into.

In signing this declaration I acknowledge I have received, understood and accepted the terms and conditions for the HMA Board TAFE NSW Scholarships awarded by the Hunter TAFE Foundation; a copy of which is attached to the HMA Board TAFE NSW Scholarship Application Form.

.....
Applicant Name

.....
Referee Name

.....
Applicant Signature

.....
Referee Signature

.....
Date

.....
Date

PRIVACY STATEMENT

The information provided on this application form and attachments will be used by the Hunter TAFE Foundation for the purpose of administration and determining the award of the HMA Board TAFE NSW Scholarships. Provision of this information is essential to determine your eligibility for consideration for a scholarship. Information will be stored securely. If you do not provide all information, then your application may not be eligible for entry.



PART C - APPLICANT STATEMENT

Your statement must include a response to all questions as listed below:

1. Please demonstrate your passion for manufacturing by providing an example of when you have manufactured something.

- Outline what you have made
- Outline how you made it
- How did you use your initiative and ingenuity?

2. Outline how the scholarship will assist you to complete your studies, including how you would utilise the scholarship prize.

3. Please outline your short, medium and longer term career aspirations.



4. Have you carried out any external studies or additional work experience?

5. How would you be an ideal ambassador within the manufacturing industry?



If you need more space to respond, please securely attach paper with your extended responses to your application form.



PART D - EMPLOYER STATEMENT

Company:	Location:
Employer representative:	
Position:	Contact number:
Email:	

To confirm the applicant's suitability for the scholarship please provide a comment on each of the following:
<ul style="list-style-type: none"> Applicant's skills and aptitude for the job
<ul style="list-style-type: none"> Problem solving and resolution skills
<ul style="list-style-type: none"> Safe work practices
<ul style="list-style-type: none"> Attitude and attendance
<ul style="list-style-type: none"> Learning in the work environment
<ul style="list-style-type: none"> Teamwork skills
<ul style="list-style-type: none"> How proactive is the applicant?
<ul style="list-style-type: none"> What additional work has the applicant carried out?

 **If you need more space to respond, please securely attach paper with your extended responses to your application form.**



PART E - TEACHER STATEMENT

Name:	
Section/Location:	
Position:	Contact number:
Email:	

To confirm the applicant's suitability for the scholarship please provide a comment on each of the following:
▪ Applicant's attendance record
▪ Applicant's attitude and initiative in the classroom
▪ Applicant's academic performance
▪ Applicant's potential to advance in the industry
▪ Applicant's communication skills and ability to work in a team environment
▪ Evidence of applicant's need for support and encouragement



If you need more space to respond, please securely attach paper with your extended responses to your application form.



TERMS AND CONDITIONS

HMA BOARD TAFE NSW SCHOLARSHIP

1.0 ESTABLISHMENT AND PURPOSE

- 1.1 The Hunter Manufacturing Awards (HMA) Board TAFE NSW Scholarship has been established by the HMA Board to support TAFE NSW studying a course directly related to manufacturing.
- 1.2 The HMA Board TAFE NSW Scholarship is funded by the Hunter Manufacturing Awards Board and administered by the Hunter TAFE Foundation.
- 1.3 Five (5) HMA Board TAFE NSW Scholarship will be awarded at a value of \$1,000 each.

2.0 DEFINITIONS

- 2.1 **"Applicant"** means a student who applies for the Scholarship by completing and submitting an Application Form in accordance with the Application Process.
- 2.2 **"Application"** means an application for the Scholarship made by an Applicant in accordance with these Terms and Conditions.
- 2.3 **"Application Form"** means the form which must be completed by an Applicant and which is available from tafensw.edu.au/scholarships.
- 2.4 **"Application Process"** means the process set out in clause 3.0 of these Terms and Conditions as amended or varied by the Hunter TAFE Foundation from time to time in its sole discretion.
- 2.5 **"Eligible Applicant"** means an Applicant who meets the criteria for eligibility for the award of a Scholarship as set out in clause 4.0 of the Terms and Conditions.
- 2.6 **"Panel"** means a panel assembled by the HMA Board to assess Applicants on their Application Form.
- 2.7 **"Scholarship"** means the HMA Board TAFE NSW Scholarship, valued at \$1,000 and awarded by the Hunter TAFE Foundation in accordance with these Terms and Conditions.
- 2.8 **"Successful Applicant"** means an Eligible Student who is offered the Scholarship by the Hunter TAFE Foundation in accordance with the process set out in clause 5.0 of these Terms and Conditions.
- 2.9 **"Student"** means a currently enrolled student at TAFE NSW.

3.0 APPLICATION PROCESS

- 3.1 An Applicant must complete an Application Form and submit it to the Hunter TAFE Foundation by the required closing date.
- 3.2 The Applicant must acknowledge and accept the Scholarship Terms and Conditions by signing and dating their Application Form.
- 3.3 Provided all aspects of the Application Form are sufficiently addressed by the Applicant, and the Applicant is an Eligible Student, the Applicant may be invited to attend an interview.

- 3.4 The Panel, at its sole discretion, will confer with the Hunter TAFE Foundation and/or TAFE NSW to confirm the suitability on an Applicant.

4.0 ELIGIBILITY

- 4.1 The Scholarship may be awarded to an Eligible Applicant who has completed and lodged an Application Form, and who, as determined by the Panel as eligible (in its sole discretion), satisfies all of the following criteria:
 - 4.1.1 Has undertaken or is currently undertaking a course during 2019 that directly relates to Manufacturing in one of the following categories:
 - Electronics and Electrical Trades, including Electrical Engineering
 - Light Manufacturing, Examples include Fluid Power, Sheet Metal and Process Operations
 - Metal Engineering, examples include Welding, Fitting and Machining
 - TVET (Year 12) or School Based Apprentice/Trainee
 - 4.1.2 Has supplied all required information as requested in the Application Form.
 - 4.1.3 Is not in receipt of another Hunter TAFE Foundation Award, Scholarship or Study Grant in the past 12 month period (from the Scholarship closing date).
- 4.2 Incomplete Application Forms will not be considered by the Panel.
- 4.3 The Panel is under no obligation to attempt to contact any Applicant who incorrectly completes and/or submits an Application Form and will, at his or her discretion, contact an Applicant on not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly, in an Application Form. Should all required information not be provided, the Application Form will be withdrawn by the Panel and notice sent to the Applicant.

5.0 OFFER AND ACCEPTANCE

- 5.1 The Panel will determine the Successful Applicant in its sole discretion.
- 5.2 The Successful Applicant will be notified by telephone and email.
- 5.3 Unsuccessful Applicants will be notified by email.

6.0 AWARD AND PAYMENT

- 6.1 The Scholarship funds will be awarded at the Hunter Manufacturing Awards.



7.0 CONDITIONS OF THE SCHOLARSHIP

- 7.1 The recipient acknowledges and agrees that the following conditions apply to the award of the Scholarship:
- 7.1.1 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies or request repayment of monies awarded should the successful recipient withdraw from studies or not successfully complete or fail to meet any of the requirements as outlined in these Terms and Conditions (as determined by the Hunter TAFE Foundation).
- 7.1.2 On request by the Hunter TAFE Foundation the Recipient must provide an update on how the Scholarship has assisted them in their career journey.
- 7.1.3 The Recipient must agree to be available for promotional and marketing photography in line with TAFE NSW's Authority to Publish.
- 7.1.4 Any decision by the Panel regarding a Scholarship Application is final and no correspondence will be entered into.
- 7.1.5 The Recipient is expected to be an ambassador for the Hunter TAFE Foundation and uphold the values of the organisation and to behave at all times in accordance with the TAFE NSW Student Code of Conduct.
- 7.1.6 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies or request repayment of monies awarded for the Scholarship should a Recipient fail to meet any of the requirements as outlined in these Terms and Conditions (as determined by the Hunter TAFE Foundation).

8.0 VARIATION

- 8.1 The Hunter TAFE Foundation in consultation with the Hunter Manufacturing Awards Board may vary these Terms and Conditions or any form or process referred to herein at any time and without notice.